

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-7-085**

<b>CLASSIFICATION TITLE</b> Staff Services Manager I	<b>OFFICE/BRANCH</b> Regional Directors/Southern California	<b>LOCATION</b> Los Angeles
<b>WORKING TITLE</b> Southern California Regional Office Chief	<b>POSITION NUMBER</b> 311-001-4800-012	<b>EFFECTIVE</b> 10/6/16

**GENERAL STATEMENT:**

Under the general direction of the California High-Speed Rail Authority's (Authority) Southern California Regional Deputy Director, the Staff Services Manager I (Southern California Regional Office Chief) will provide leadership to the Authority's Southern California Regional Office administrative and communications staff responsible for the development, management and implementation of the administrative activities required for the High-Speed Rail project. The Southern California Regional Office Chief will ensure the administrative policies, procedures, and approaches are implemented with the highest legal and ethical standards during the planning, development and operation of the Southern California High-Speed Rail project. The incumbent will provide oversight and direction to assigned regional staff and support delivery of the Southern California Regional Office's projects and may represent the office in discussion with other functional units regarding operational and administrative elements of the Southern Regional Office. The incumbent will oversee the development of work standards, monitor the attainment of those standards, establish consistent work processes and ensure the development of a customer service oriented office.

**TYPICAL DUTIES**

Percentage Job Description

Essential (E)/Marginal (M)

- 35% (E)
  - Provides leadership, oversight and management over the Authority's Southern California Regional Office to ensure that the staff overseen are meeting all necessary deadlines and expectations in responding to project partners, stakeholders, and community member inquiries related to the Southern California project elements in a timely manner.
  - Ensures that newly adopted policies and procedures are conveyed and instituted throughout the Southern California Regional Office.
  - Develops and implements office strategies and makes recommendations to the Regional Deputy Director and the Administrative Office on the Southern California Regional Office's policies, procedures, performance, operations and program issues.
  
- 35% (E)
  - Provides overall management and guidance to the staff assigned to the Southern California Regional Office to ensure consistent and timely completion of all work products.
  - Provides guidance and direction to managers and supervisors by overseeing staff performance and progressive discipline, including the development,

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review and approval of probationary reports and individual development plans.

- 20% (E)
- Develops and provides recommendations to the Southern California Regional Deputy Director and the Administrative Office on the formulation and administration of policies and long-term goals of the Southern California Regional Office.
  - Provides periodic performance reports and updates on the status of various projects to the Southern California Regional Director and Deputy Director.
  - Ensures that quality staffing is maintained for the delivery of program objectives to ensure that the Southern California Regional Office meets the needs of the Authority.
- 10% (E)
- Oversees the recruitment, hiring and training of the Southern California Regional Office staff.
  - Directs analysis regarding resource utilization and office space needs, prepares special studies critical to the management of specific programs such as staffing needs, organizational analysis and historical expenditure trends.
  - Represents the Southern Regional Office on various task force and committees.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's Equal Employment Opportunity objectives.

#### **SUPERVISION EXERCISED OVER OTHERS:**

Directly supervises various staff in support of the Southern California Regional Deputy Director, including all temporary staff. Provides functional direction to staff assigned to the Southern California Regional Office.

**PUBLIC AND INTERNAL CONTACTS:**

The incumbent will have regular contact with all levels of staff at the Authority's Southern California Regional Office and with vendors, contractors, management staff and the general public. It is critical that the employee in this position be able to deal tactfully with all levels of management resulting in a positive image.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Inappropriate management of the Authority's regional office may result in loss of credibility of the High-Speed Rail project; impede the Authority's ability to provide the service and significant loss of resources. In the cases where the program is mandated by state and federal law, noncompliance could result in criminal and/ or civil charges against the Authority.

**PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

Physical: Employee may be required to sit for long periods of time using a keyboard and video display terminal.

Mental: Must have the ability to multi-task, adapt to changes in priorities, focus for long periods of time and be able to organize and prioritize work assignments.

Emotional: Most of the jobs in the office require interaction with many people. It is important that employees work with others in a cooperative manner.

**WORK ENVIRONMENT:**

- Professional office environment.
- Present self professionally and according to current policy.
- Effectively handle stress and deadlines.
- Make presentations to other managers and supervisors.
- Consistently exercise a high degree of independence.
- Use a PC to communicate and prepare written material.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor \_\_\_\_\_

Signature:	Date:
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